



CITY OF MILWAUKIE

Operating Guidelines

Definition: The Community Meeting Room (CMR), located in the Public Safety Building (PSB), is an assembly/meeting area available for use by public and private agencies and groups without charge. The CMR can hold a maximum of 62 persons in the meeting room and 30 in the pre-function area. The CMR has a separate entrance off the parking area and bathroom facilities.

Purpose: To provide consistent standards for the CMR including the scheduling and use by various organizations, groups and individuals.

Users: The CMR is available to the following users:

- Group 1: City of Milwaukie government, Elected Officials, City Department staff members, Council-appointed Committees and chartered groups, officially recognized Neighborhood Associations and related groups.
- Group 2: Government Agencies in the local area, other than City of Milwaukie. (Examples: DHS, OLCC, Housing Authority, etc.)
- Group 3: Recognized by IRS 501(C) (3) non-profit Civic and Service Organizations operating in the Milwaukie area.
- Group 4: Recognized non-profit Social Organizations operating in the Milwaukie area. (Examples: 4H Club, Boy Scouts of America, etc.)
- Group 5: Residents of the City of Milwaukie.
- Group 6: Professional, Business and Commercial groups operating in the Milwaukie area.

The City of Milwaukie does not bar access to the CMR to anyone on the basis of race, religion, sex, creed, age, national origin nor social or political views.

Government agencies, civic, service and social organizations may engage in fund raising activities for purposes of supporting services to the community. The CMR may not be used by individuals or groups charging admission of fees for the purpose of private monetary gain.

Scheduling of Room: The CMR is available as follows:

GROUP 1:

Monday – Sunday from 7am-11pm

GROUP 2, 3, 4, 5 & 6:

Monday – Friday from 5pm-11pm

Saturday – Sunday from 7am-11pm

Group 1: Can schedule up to twelve (12) months in advance of a specific date.

Group 2: Can schedule up to six (6) months in advance of a specific date.

Group 3, 4 & 5: Can schedule up to three (3) months in advance of a specific date.

Group 6: Can schedule up to one (1) month in advance of a specific date.

When scheduling the CMR, users need to include time for set up, clean up and to restore the room.

How to schedule the community meeting room:

Group 1: Contact PSB Receptionist in person, telephone or e-mail and request a date and time and identify your Department/Group and a contact person. The receptionist will confirm the room availability.

Group 2,3,4,5 and 6: Complete the written request application and submit to PSB Receptionist, preferably not less than seven (7) days in advance of date requested.

PSB Receptionist will confirm the room availability.

The requesting party (Groups 2, 3, 4, 5 and 6) shall submit a check in the amount of \$25.00, as a deposit for the security key cards when using the room on evenings or weekends. The deposit check is dependent upon the security key cards being returned. The security key cards may be signed out and picked up not more than two days in advance of requested date.

The hours of use for the security key cards are as followed:

Monday-Friday: 5am-8am, 4:30pm – 11pm

Saturday – Sunday: 7am-11pm

The side entrance to the CMR is automatically locked and will remain locked from 8am-4:30pm, Monday-Friday. Attendees to scheduled meetings can enter through the main entrance of the Public Safety Building. The side doors cannot be propped open during these hours.

Applications and security deposits will be held for one calendar year, after which you will be contacted and asked to resubmit a new application and security deposit if you choose to continue to use the CMR.

Cancellation Policy:

The City of Milwaukie reserves the right to cancel with due cause and with five (5) days' notice to the requesting party.

The City of Milwaukie reserves the right to cancel without prior notice in the event of an emergency requiring the use of the CMR for city emergency operations.

Condition of room:

The CMR shall be left in clean condition, with full inventory and without damage. No decorations, postings, banners or other similar items shall be left attached to the ceilings, walls, doors or floors

Chairs and tables shall be returned to the standard configuration.

Room Usage: Food and non-alcoholic beverages may be served in the CMR.

Food preparation, including baking and frying is not allowed in the CMR or the pre-function area.

Alcohol is not allowed in the CMR nor on the City of Milwaukie property.

User Responsibility:

The users of the CMR are responsible for room setup and return of configuration identified (see attachment).

The users of the CMR are responsible for removing all equipment supplies and other items belonging to organizations other than the City of Milwaukie. Storage of equipment, supplies, and other items not belonging to the City of Milwaukie are not allowed in the CMR.

Users will make sure the CMR is left clean and in the condition in which it was found. Containers, beverage cans, bottles and "dry" trash will be placed in the receptacle provided. Food containers and "wet" garbage shall be removed from the room by the user.

Users are responsible for the supervision of minor children using the room. Groups with minor children shall provide at least one responsible adult for each ten (10) minor children.

The users/reserving party shall be charged for any damage to the furnishings, equipment, ceiling, walls, flooring or doors.

The user/reserving party is responsible for checking out the door key prior to the event. The PSB receptionist is on duty between the hours of 8:00AM and 5:00PM during normal weekdays (Monday through Friday) except for recognized holidays.

Equipment Available for use:

- Tables and chairs are provided for the CMR users.
- Audio-visual equipment is not provided for general use. A projection screen and tack board is provided in the CMR for those bringing in audiovisual equipment.
- A United States Flag and State Flag are provided in the CMR.
- A water faucet and sink are provided for general use.
- No equipment in the CMR will be loaned, rented nor removed from the PSB.

No smoking policy: There is a no smoking policy at PSB. Smoking can only take place 10 feet from the building entrance or exit.

Accidents and Injuries: In the event an accident or injury call 911 for emergency response crews.

General:

All functions conducted in the CMR must be in accordance with established Public Safety Buildings rules, regulation and operating guidelines and applicable City, County, State and Federal laws, ordinances and regulations. Violators will be required to leave the building and/or have the function terminated.

The City of Milwaukie neither approves nor disapproves of content, topics, subject matter nor points of view of individuals or groups using the CMR.

The City of Milwaukie is not responsible for accidents, injuries, illness, or loss of group or individual property.

All groups and individuals using the Community Meeting Room will take appropriate measures to protect, indemnify, and protect the City of Milwaukie, it's officers, agents and employees and hold harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs of expenses including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) and that may be asserted by any person or entity which in any way arise from, during or in connection with the use of the Community Meeting Room, except liability arising out of the sole negligence of the City of

Milwaukie and its employees. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

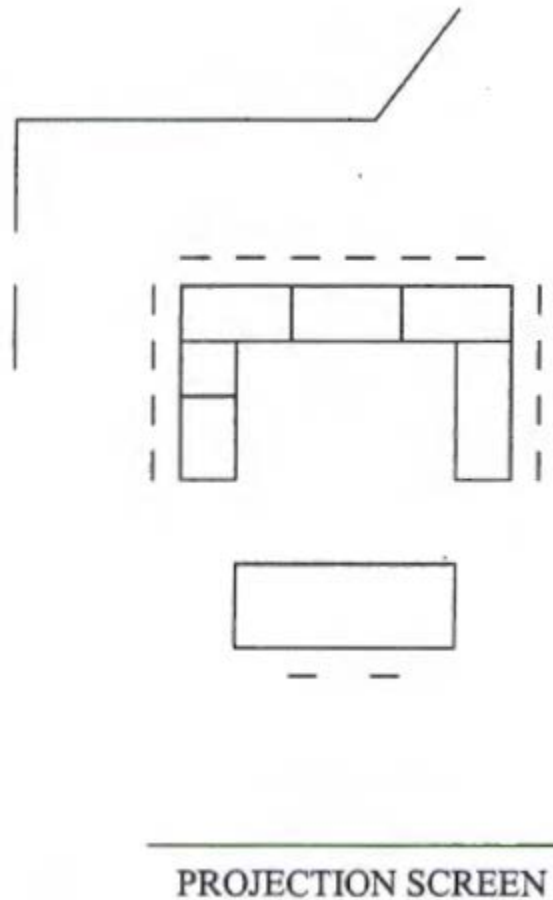
The City of Milwaukie may require the applicant to present a Certificate of Insurance indicating the City of Milwaukie as additionally insured with the following minimum coverage:

General Liability of \$500,000 per each occurrence
Property Damage of \$250,000 per each occurrence

(Rev. 4/18)

City of Milwaukie
Community Meeting Room
Standard Room Configuration

Seven tables in a "U" shape configuration
Seating for fourteen (14) persons
Two Tables against back wall



All other tables and chairs to be placed against the walls.